

**DEPARTMENT OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION
HUMAN RESOURCES DIVISION**

Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

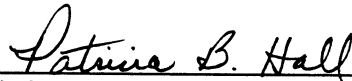
HUMAN RESOURCES DIVISION

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the General Schedule for State Agency Records are not authorized to be destroyed.** The

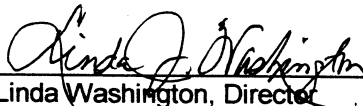
HUMAN RESOURCES DIVISION

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

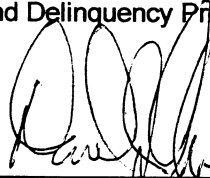
APPROVAL RECOMMENDED



Patricia Hall, Chief Records Officer
Department of Juvenile Justice and Delinquency Prevention

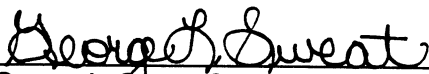


Linda Washington, Director
Human Resources Division

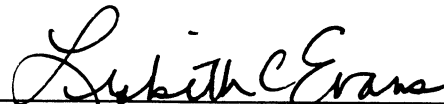


David J. Olson, Director
Division of Historical Resources

APPROVED



George L. Sweet, Secretary
Department of Juvenile Justice and
Delinquency Prevention



Lisbeth C. Evans, Secretary
Department of Cultural Resources

**Department of Juvenile Justice and Delinquency Prevention
Human Resources Division**

Item 2228. PERSONNEL (INACTIVE) FILE. Individual personnel file for each former employee. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after employee terminates service. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently stored in the State Records Center 25 years from date received.

Item 8483. DIRECTOR'S CORRESPONDENCE FILE. Memorandums in paper and electronic formats received or sent to the Department of Juvenile Justice and Delinquency Prevention, Human Resources Division. File includes correspondence, reports, guidelines, and other personnel-related matters. (File maintenance and backup procedures conducted by Department of Juvenile Justice and Delinquency Prevention, Local Area Network (LAN) Administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats when administrative value ends.

Item 8566. TEACHER AND PRINCIPAL CERTIFICATION AND CONTRACT FILE. Superintendent's copies of certificate and contract records for teachers and principals employed at Department of Juvenile Justice and Delinquency Prevention, Youth Development Centers.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after termination of contract.

Item 46105. PERSONNEL (ACTIVE) FILE. Records concerning each active departmental employee. File includes applications, documentation on selection or non-selection, transfers, leave, salary, suspension, disciplinary actions, termination of employment, personnel actions forms, and other related records. Employee names, addresses, social security numbers, and other related data are entered into the Personnel Database (Electronic) File (Item 46106). (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to Inactive Personnel File (Item 2228) upon termination of employment.

Item 46106. PERSONNEL DATABASE (ELECTRONIC) FILE. Electronic records concerning employees of the department. Electronic file includes names, addresses, social security numbers, personnel actions, and other related data. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) (File maintenance and backup procedures are conducted by the Department of Juvenile Justice and Delinquency Prevention, Local Area Network (LAN) Administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.